

# Child Welfare Services Workload Study

## Focus Group Plan / Schedule

**General Information:**

**Purpose:** The purpose of these focus groups is to gather information to allow the project team to develop a listing of components (services/activities and tasks) which will be measured in the work measurement study (for both current and representative best/innovative practices).

**Time:** Each focus group will take approximately 6 hours to complete. Specific time frames for each site are listed below.

**Participation and Representation:** Ideally, the maximum number attending each focus group will be 20 persons (more are allowed in some cases to ensure representation from all counties in each region). A range of experienced caseworkers, supervisors, and clerical staff will be invited to participate in each group by county coordinators in each county, with selective participation by administrators (who are also represented through participation in the Advisory Group).

Host County	Site// Date // Contractor Staffing	Counties Attending & Maximum # of Participants per County
1. Los Angeles  <i>Contact:</i> Eileen Ritchie 213-351-5786	Los Angeles <i>Location:</i> LA County Department of Children and Family Services 425 Shatto Place Los Angeles, CA  <i>Group 1: 7/27, 9am-4pm</i> Walter McDonald Sabrina Johnson Homer Kern  <i>Group 2: 8/4, 9am-4pm</i> Walter McDonald John Fluke	Los Angeles (20)
2. Santa Clara  <i>Contact:</i> Judy Bushey 408-441-5707	San Jose <i>Location: To be determined</i>  7/28, 9am-4pm  Amy Winterfeld Dana Hollinshead	Santa Clara (4), Monterey (3), San Benito (2), Santa Cruz (3), San Mateo (3), Alameda (3), Contra Costa (3)
3. San Francisco  <i>Contact:</i> Christiane Medina 415-558-2659 Peter Dahlin 415-558-2315	San Francisco <i>Location: To be determined</i>  7/27, 10am-5pm  Amy Winterfeld Dana Hollinshead	San Francisco (4), Marin (3), Sonoma (3), Mendocino (3), Napa (3), Solano (3)

Host County	Site// Date //Contractor Staffing	Counties & Participant Numbers
<p>4. Fresno</p> <p><i>Contact:</i> Kelly Woodard 559-445-3532</p>	<p>Fresno <i>Location: To be determined</i></p> <p>7/23, 9am-4pm</p> <p>Homer Kern Greg Tooman</p>	<p>Fresno (3), Kings (2), Tulare (2), Madera (2), Merced (2), Mariposa (2), Stanislaus (2), Tuolumne (2), San Joaquin (3), Kern (3)</p>
<p>5. Shasta</p> <p><i>Contact:</i> Bob Helmbold 530-225-5876</p>	<p>Redding <i>Location:</i> Shasta County Office of Education 1644 Magnolia Redding, CA</p> <p>7/28, 9am-4pm</p> <p>Homer Kern John Hedderson</p>	<p>Tehama (2), Del Norte (2), Humboldt (3), Siskiyou (2), Trinity (2), Modoc (2), Shasta (3), Lassen (2), Plumas (2), Butte (3), Glenn (2), Colusa (2), Lake (2)</p>
<p>6. Sacramento</p> <p><i>Contact:</i> Mindy Yamasaki 916-981-0475 pager 916-875-0104</p>	<p>Sacramento <i>Location: To be determined</i></p> <p>7/29, 8am-3pm (or 9am-3pm, with a working lunch)</p> <p>Homer Kern Sabrina Johnson</p> <p>State staff may observe</p>	<p>Sacramento (5), Yolo (2), Sutter (2), Yuba (2), Nevada (2), Sierra (2), Placer (2), El Dorado (2), Amador (2), Calaveras (2), Alpine (2), Mono (2), Inyo (2)</p>
<p>7. San Diego</p> <p><i>Contact:</i> Rosie Capobianco 619-685-2243</p>	<p>San Diego <i>Location:</i> 6950 Levant Street San Diego, CA</p> <p>7/15, 10am-3pm &amp; 7/16, 9am-2pm (pilot)</p> <p>John Fluke Homer Kern Amy Winterfeld Sabrina Johnson</p>	<p>San Diego (16), Imperial (4 – because Imperial is a pilot site, we would like to have a worker, supervisor, clerical, and administrative staff from this rural site all represented)</p>

July 6, 1999

ENCLOSURE B

<b>Host County</b>	<b>Site// Date //Contractor Staffing</b>	<b>Counties &amp; Participant Numbers</b>
<p>8. Orange</p> <p><i>Contact</i> Lee Salas 714-704-8816</p>	<p>Santa Ana <i>Location: To be determined</i></p> <p>8/3 , 8am-3pm <i>(or 9am-3pm, with a working lunch)</i></p> <p>John Fluke Amy Winterfeld</p>	<p>Orange (8), Riverside (5), San Bernardino (5)</p>
<p>9. Ventura</p> <p><i>Contact:</i> Jan Standing 805-654-3446</p>	<p>Ventura <i>Location: To be determined</i></p> <p>7/22, 9am-3pm, with a working lunch</p> <p>Sabrina Johnson Homer Kern</p>	<p>Ventura (6), Santa Barbara (4), San Luis Obispo (4)</p>
<p>10. 20 small counties</p> <p><i>Contact:</i> Sherr Huss 530-841-2761</p>	<p>Sacramento <i>Location: To be determined</i> (Sacramento, CA)</p> <p>8/4, 10am-5pm</p> <p>John Hedderson Don Graham</p>	<p>Alpine (1), Amador (1), Calaveras (1), Colusa (1), Del Norte (1), Glenn (1), Inyo (1), Lake (1), Lassen (1), Mariposa (1), Modoc (1), Mono (1), Nevada (1), Plumas (1), San Benito (1), Sierra (1), Siskiyou (1), Tehama (1), Trinity (1), Tuolumne (1)</p>

## Child Welfare Services Workload Study Focus Group Schedule

Host County	Site	Date	Contractor Staff Attending
San Diego	San Diego	7/15 & 7/16	John Fluke Homer Kern Amy Winterfeld Sabrina Johnson
Ventura	Ventura	7/22	Sabrina Johnson Homer Kern
Fresno	Fresno	7/23	Homer Kern Greg Tooman
San Francisco	San Francisco	7/27	Amy Winterfeld Dana Hollinshead
Los Angeles	Los Angeles	7/27  and  8/4	Sabrina Johnson Homer Kern  Walter McDonald John Fluke
Santa Clara	San Jose	7/28	Amy Winterfeld Dana Hollinshead
Tehama	Red Bluff	7/28	Homer Kern John Hedderson
Sacramento	Sacramento	7/29	Homer Kern Sabrina Johnson
Orange	Santa Anna	8/3	John Fluke Amy Winterfeld
20 Small Counties	Sacramento	8/4	John Hedderson Don Graham Walter McDonald